



Annual Written Test Security Notice & Certification Policy

Pending Board Approval

Purpose

Keshher Academy is committed to the integrity, security, and proper administration of all state-mandated examinations. This policy establishes the school's annual written notice and certification procedures required under Nevada law, ensuring compliance with the Nevada Department of Education (NDE), City of Henderson (COH) and the Nevada Department of Education (NDE).

Legal Basis

- NRS 390.275 – On or before September 30 of each year, the governing body of a charter school must provide written notice regarding required examinations to all teachers and education personnel employed by the school or its governing body.
- NAC 389.054 – On or before September 15 of each year, the principal of each public school, including charter schools, must submit to the Department of Education a signed statement certifying that the school will comply with regulations and statutes related to the confidentiality of testing materials, proper administration of state-mandated tests, and provision of annual and refresher test security training.
- NRS 390.300 – NDE provides a required annual program of education and professional learning regarding the administration and security of state-mandated examinations.

The standardized form used to satisfy the September 15 certification requirement is titled "Authorization to Administer Examinations in Accordance with Nevada Revised Statutes and the Nevada Administrative Code," provided by NDE.

Annual Requirements and Deadlines

Deadline	Requirement	Responsible Party
September 15 (NAC 389.054)	Principal submits signed Authorization to Administer Examinations certification to NDE test director.	Principal
September 30 (NRS 390.275)	Board of Directors provides written notice regarding required examinations to all	Board of Directors



	teachers and education personnel.	
Prior to each test administration	Refresher test security training completed for all staff involved in that specific test administration.	Test Coordinator / Principal
Ongoing	Test security plan on file with COH and NDE; staff training participation tracked and documented.	Principal / Test Coordinator

Principal Certification (NAC 389.054)

By September 15 of each school year, the Principal of Keshher Academy must submit the signed Authorization to Administer Examinations form to COH test director, who forwards it to NDE. This certification affirms that the Principal will ensure the school:

- Maintains the confidentiality and physical security of all testing materials.
- Administers all state-mandated examinations in accordance with NDE procedures and applicable Nevada law.
- Provides annual test security professional learning to all staff involved in testing, and refresher training prior to each specific test administration.
- Tracks and documents staff participation in required test security training.

If a new Principal is appointed after the original form has been submitted, a replacement certification with the new Principal's signature must be filed with COH/NDE promptly.

Board Written Notice (NRS 390.275)

By September 30 of each school year, the Keshher Academy Board of Directors must provide written notice regarding required examinations to:

- All teachers and education personnel employed by the school or its governing body.

This notice will summarize: which examinations are required, the applicable testing windows, the school's test security expectations, and where staff can direct questions regarding test administration and security.

Test Security Plan

Keshher Academy will maintain a written Test Security Plan, filed with both COH and NDE, that includes:



- Procedures for students and staff to report irregularities in test security or administration.
- Steps for school officials to notify the Board of Directors of any reported testing irregularities.
- Actions required in response to reported irregularities, including investigation steps and identification of individuals responsible for each action.
- Confirmation that primary responsibility for test administration is assigned only to licensed Nevada educators, consistent with state requirements (with limited exceptions for qualified, certified paraprofessionals as permitted by NDE for specific assessment components).

Staff Training and Documentation

- The Principal (or designated Test Coordinator) is responsible for providing complete annual professional learning in test security and test administration to all personnel involved in the testing process.
- Refresher training will be provided prior to each specific test administration window.
- Participation records for all required training will be tracked and retained, and made available to COH or NDE upon request.
- Substitute teachers, student teachers, and parent/community volunteers will not be given primary responsibility for test administration. Any substitute assisting with proctoring must first complete test administration procedure training.

Reporting Irregularities

Any suspected irregularity in test security or administration must be reported immediately to the Principal or Test Coordinator. All inquiries regarding test security are directed to the Nevada Department of Education test security coordinator through the COH test director. The Board will be notified of any reported irregularity in accordance with the school's Test Security Plan.

Policy Review

This policy will be reviewed annually by Keshher Academy administration and the Board, and updated as needed to remain consistent with changes in Nevada law, NDE procedures, or COH requirements.

Board approved: [Date] Next scheduled review: [Date]